IT Initiative Funding Request
Version 1 – 10/99

~ For DSG and IRB use only ~

	Recommendation	Comments/Funding Level Recommended	Date
DSG	☐ Approve ☐ Deny ☐ Postpone		
	Decision	**Comments/Funding Level Approved**	**Date**
IRB	☐ Approve ☐ Deny ☐ Postpone		
	Decision	**Comments/Funding Level Approved**	**Date**
CFO	☐ Receipt		

~ This section to be completed by the Business Sponsor ~

I. **Initiative Name:**		**Date Submitted to DSG:**

II. **Overall Initiative Score:**	**Value**	**Risk**
Financial Score		
Non-Financial Score		

III.   **Contact Information**

	Name	Service Area
Business Sponsor		
IT Sponsor		
Project Manager		
COTR		

IV.   **Reason for IRB Review**

☐ > $250,000
☐ More than one system affected
☐ Not in Blueprint
☐ Other (Specify):

V.   **Schedule**

Expected Start Date:

Anticipated Finish Date:

VI.   **Initiative Type** *(check one)*   **Initiative Status** *(check one)*

Initiative Type	Initiative Status

☐ Enterprise Application
☐ Infrastructure
☐ Research and Development
☐ Other (Specify):
	Blueprint:
	  ☐ New *(new business or technical functionality)*
	  ☐ Enhancement *(adding business/technical functionality to an existing initiative)*
	Required by:
	  ☐ Legislation/Regulation
	  ☐ Operations *(keeping the 'trains' running, bug fixes, etc.)*
	  ☐ Other (Specify):

VII.	Initiative Description

What is the business problem that the IT initiative is addressing?

•

What is the scope of the initiative?

•

VIII.	System Interdependencies

A. Does this initiative impact, or is part of, one or more existing/proposed or system initiatives?   ☐ Yes   ☐ No

B. If yes to A, what initiatives are impacted (or are part of) this initiative?

•

IX.	Benefits

Identify and describe any tangible benefits resulting from this initiative and to what operating entity they will accrue.

Quantify the Benefit **If the Pilot is successful:**	**SFA goal/objective/ performance target supported**
•	•

Identify and describe any intangible benefits resulting from this initiative and to what operating entity they will accrue

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X.	Costs

	1999	2000	2001	2002	2003	2004	2005	BY+5 & beyond	Total
Pilot									
Development									
Operations									
TOTAL									

XI.	**Risks**		
Type	Description of Risks		Steps to Mitigate Risk
Technology	•		•
Scope/Size	•		•
Project Management	•		•
Financial	•		•
Organizational	•		•
Other (Specify)	•		•

XII.	**Investment Control Schedule** *(for new, enhancement and maintenance IT initiatives)*	
The initiative milestone(s) and anticipated milestone dates form the DSG project review schedule. An investment control worksheet will be completed by the business sponsor at each significant milestone to keep management informed of progress on IT initiatives and raise any issues that require management attention. For operational initiatives the business sponsor is responsible to complete a control worksheet if there is significant risk for cost, benefits and schedule not to be met (quarterly is recommended).		
#	**Milestone** (*Describe the deliverable and/or outcome for significant phases/events of the IT initiative)*	**Est. Date**
1		
2		
3		
4		
5		
6		
7		